



# County of Mono

## JOB ANNOUNCEMENT

### FILING DEADLINE

In-County

**FFD: 1/25/10**

**Public Works Maintenance Worker II**

or

**Public Works Maintenance Worker III**

**Public Works Department - Facilities**

**Bridgeport**

### SALARY

**II (\$3,056 – 3,714 / mo.)**

**III (\$3,372 – 4,099 / mo.)**

**40 hrs. per week**

The County of Mono is accepting applications for the position of Public Works Maintenance Worker II or III, depending on qualifications. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled. **One position is available in Bridgeport.**

### Knowledge and abilities:

Under supervision, to perform a variety of semi-skilled and skilled work in the maintenance and repair of County buildings and grounds; performs carpentry, painting, plumbing, welding, and electrical work; performs building alterations; lays out, forms, and places concrete; learn and makes repairs and adjustments on electrical, pneumatic, and electronic control devices, steam and/or water boilers, furnaces, pumps and kitchen and laundry appliances; learns and maintains ventilation systems, air compressors, emergency generators, and air conditioning equipment; installs electrical fixtures; performs cleaning and care of the County buildings and facilities; maintains the assigned areas in a clean, orderly, and safe condition; moves and arranges furniture and equipment, takes care of equipment and materials used in work assignments; mows and edges lawns and other ground areas; trims trees, shrubs and hedges; waters ground areas; installs, operates and maintains a variety of irrigation equipment; performs landscaping and gardening; participates in the remodeling of County buildings; assists with the inspection of buildings and facilities for needed repairs; performs snow removal; constructs, assembles, and repairs furniture; may oversee and assign work to temporary work staff; completes and maintains accurate records and reports; maintains confidentiality.

<u>Knowledge of:</u>	<u>Ability &amp; Willingness to:</u>
1. Maintenance & construction of tools & equipment	1. Operate equipment
2. Landscaping, carpentry, electrical & plumbing trades	2. Maintain basic records
3. Building trades standard tools, methods, practices	3. Perform heavy physical labor
4. Plumbing, heating/cooling & electrical systems	4. Perform skilled & semi-skilled building & landscaping
5. Applicable provisions of building, electrical & plumbing codes	5. Skillfully use a variety of building trades tools & equipment
6. Occupational hazards & safety precautions	6. Use & care for hand & power tools
7. Safe work practices	7. Estimate time & materials needed to perform maintenance & construction & repair jobs
	8. Good oral & written communication skills
	9. Perform arithmetic calculations necessary for job performance
	10. Use computers

The ideal candidate will be a motivated individual interested in a challenging career opportunity in the Facilities Division of the Department of Public Works.

**Maintenance Worker II:** One year of any combination of training and experience which would provide the required knowledge and abilities is qualifying.

**Maintenance Worker III:** Two years, increasingly responsible work experience equivalent to a Public Works Maintenance Worker II and experience which would provide the required knowledge is qualifying.

**Required additional documents:** PW Maintenance Worker Attachment

For a complete job description and application contact the County Administrative Office at (760) 932-5412 or email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov). Faxed and emailed applications from permanent county employees will be accepted only if the signed **original** is postmarked by the filing deadline.

**COUNTY OF MONO**

**COUNTY ADMINISTRATIVE OFFICE**

**P.O. Box 696 ~ Bridgeport, California 93517**

**(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov/>**

**EOE/AAE/ADA**